



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Family Program Assistant

Team: Tribal Family Services
Reports to: Tribal Family Services Director
Salary Status: Non-Exempt from Overtime

Salary Range: \$20.00-\$23.00
Schedule: Part Time, Regular
Last Revised: April 2022

This position collaboratively works with the Family Program Coordinator and assists with planning and facilitating youth and community events to support tribal members, promote Eyak culture and provide fun activities for all members. This position will also fill in for the Family Program Coordinator during absences and may require occasional evening or weekend hours during scheduled events.

Responsibilities/Duties

- **Outreach**
 - Contacts tribal youth about upcoming events and other opportunities.
 - Plans and holds youth activities (monthly) and events (quarterly).
 - Outreach to tribal children locally and long distance for upcoming events, opportunities, etc.
 - Outreach and collaboration with communities of Prince William Sound.
 - Assists with maintaining database of tribal youth and families, collaborating with the Enrollment Department.
 - Assists with maintaining database of NVE and other agency events open to youth.
 - Collaborates with local agencies on family activities.

- **Cultural**
 - Miqwanwasag Cultural Camp preparations
 - Organizes, implements, and provides summer activities to tribal member families to do at home and as a group.
 - Coordinates Peksulineq applications and travel annually.
 - Involvement with Annual Culture Week with Cordova School District.
 - Manages Tribal Youth Council and prepares for meetings.
 - Coordinates with other Tribal Family Services programs and Cultural Center for youth and family activities.
 - Coordinates Afterschool Club, integrating cultural activities.



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- **Event Planning/Implementation**

- Coordinates Moms, Pops & Tots, Builder Buddies program, NVE girls club, cooking club and other family programs.
- Coordinates Junior NYO and Senior NYO
- Coordinates Annual Backpack Bash for Tribal Youth.
- Manages and directs NVE Youth Scholarship Program.
- Coordinates additional family activities for tribal and community members.
- Other duties as assigned

Competencies (Knowledge, Skills, and Abilities)

Proficient knowledge of computers, office equipment and Microsoft Office Suite. Knowledge of traditional crafts. Ability to organize and plan events, knowledge of appropriate abilities for children of different ages. Ability to supervise others and give clear direction. Ability to lead, supervise, and teach children, keeping them on task and ensuring appropriate, safe behavior. Ability to establish and maintain effective relationships with youth and co-workers. Ability to establish and maintain effective relationships with youth and co-workers. Ability to work with independently, capable of using resources to carry tasks to completion. Ability to successfully pass a background check. Must be fingerprinted before starting work.

Experience Requirement

One-year experience working in a leadership role with youth.
Must have a valid Alaska Driver's License and a clean driving record.

Education Requirement

High school diploma or equivalent.

Performance Standard

Regularly move quickly, bend, crouch and exert muscular force to coordinate and complete events and activities. Regularly manipulate electronic data to contact, notice, and otherwise invite youth and others to participate in NVE programs. Regularly use communication devices to complete work. Operation of vehicles to complete outdoor activities.

Environmental Factors

Some of work will be indoors in a gym and office.
Some of work will be outdoors doing traditional activities in all types of weather.
Will be working in active and noisy atmosphere with children.
May have contact with and operate outdoor motorized sport vehicles including watercraft. May have exposure to potentially dangerous wildlife. Slight risk of exposure to blood borne and infectious pathogens.

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*